

## Action verbs for resume '



### Managed a project/team

1. Aligned
2. Allocated
3. Arranged
4. Chaired
5. Controlled
6. Coordinated
7. Cultivated
8. Directed
9. Enabled
10. Executed
11. Facilitated
12. Fostered
13. Guided
14. Headed (up)
15. Hired
16. Inspired
17. Led
18. Mentored
19. Mobilized
20. Motivated
21. Operated
22. Orchestrated
23. Organized
24. Oversaw
25. Planned
26. Produced
27. Programmed
28. Recruited
29. Regulated
30. Run
31. Shaped
32. Supervised
33. Taught
34. Trained
35. Unified
36. United

### Introduced sth new, changed or improved

37. Administered
38. Built
39. Centralized
40. Charted
41. Clarified
42. Converted
43. Created
44. Customized
45. Designed
46. Developed
47. Devised
48. Founded
49. Engineered
50. Envisioned
51. Established

52. Formalized
53. Formed
54. Formulated
55. Implemented
56. Incorporated
57. Initiated
58. Instituted
59. Introduced
60. Influenced
61. Integrated
62. Launched
63. Merged
64. Modified
65. Overhauled
66. Pioneered
67. Redesigned
68. Refined
69. Refocused
70. Rehabilitated
71. Remodeled
72. Reorganized
73. Replaced
74. Restructured
75. Revamped
76. Revitalized
77. Simplified
78. Spearheaded
79. Standardized
80. Streamlined
81. Strengthened
82. Transformed
83. Updated
84. Upgraded

### Saved time or money

85. Conserved
86. Consolidated
87. Consulted
88. Decreased
89. Deducted
90. Diagnosed
91. Lessened
92. Reconciled
93. Reduced
94. Yielded

### Increased sth (efficiency/ satisfaction)

95. Accelerated
96. Achieved
97. Advanced
98. Amplified
99. Boosted
100. Capitalized
101. Delivered

102. Enhanced  
103. Expanded  
104. Furthered  
105. Gained  
106. Generated  
107. Improved  
108. Lifted  
109. Maximized  
110. Outpaced  
111. Stimulated  
112. Sustained

### Brought partners, findings

113. Acquired  
114. Forged  
115. Navigated  
116. Negotiated  
117. Partnered  
118. Secured

### Worked with customers/partners

119. Acquired  
120. Advised  
121. Advocated  
122. Coached  
123. Collaborated  
124. Consulted  
125. Educated  
126. Fielded  
127. Informed  
128. Resolved

### Worked with data

129. Analyzed  
130. Assembled  
131. Assessed  
132. Audited  
133. Calculated  
134. Discovered  
135. Evaluated  
136. Examined  
137. Explored  
138. Forecasted  
139. Fact-found  
140. Identified  
141. Interpreted  
142. Investigated  
143. Mapped  
144. Measured  
145. Researched  
146. Qualified  
147. Quantified  
148. Surveyed  
149. Tested  
150. Tracked

### Communicated

151. Authored  
152. Briefed

153. Campaigned  
154. Co-authored  
155. Composed  
156. Conveyed  
157. Convinced  
158. Corresponded  
159. Critiqued  
160. Defined  
161. Documented  
162. Edited  
163. Illustrated  
164. Lobbied  
165. Persuaded  
166. Promoted  
167. Publicized  
168. Reviewed

### Regulated

169. Authorized  
170. Delegated  
171. Dispatched  
172. Enforced  
173. Ensured  
174. Inspected  
175. Itemized  
176. Monitored  
177. Screened  
178. Verified

### Achieved sth

179. Attained  
180. Awarded  
181. Completed  
182. Demonstrated  
183. Earned  
184. Exceeded  
185. Outperformed  
186. Reached  
187. Showcased  
188. Succeeded  
189. Surpassed  
190. Targeted